



THE MAGNET

ENCOMPASS Newsletter

Issue 16

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ENCOMPASS Implementation

Update

The ENCOMPASS Project Team has successfully implemented the second mock production environment of ENCOMPASS. Agencies are strongly encouraged to enter the Sandbox environment and test the system.

GMIS has scheduled invited testing sessions on Thursday, March 6 and Friday, March 7. These testers are key personnel who have participated in testing during various version upgrades. Invited testers will test scripts and typical work.

All users may participate in the Open Sessions (subject to open seats). Open sessions will also have scripts but users are encouraged to bring real work from their desks (daily, weekly, monthly, quarterly, occasional). The Open sessions will be held in **Conference Center Room 15**. Please see schedule below:

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Day	Date	Time	Description
Monday	3/10/08	9am – 4pm	Open Session
Thursday	3/13/08	1pm – 4pm	Open Session
Friday	3/14/08	9am – 12pm	Open Session

Remember that your new Internal Controls roles will be in the Sandbox environment. **It is very important that your agency's new roles are tested in the Sandbox during March because the existing roles will be removed on March 31st.** Testing will insure that your agency will be able to process transactions with the new roles.

In addition, please remember that the deadline for testing your file formats in the Sandbox is March 14th. We ask that you forward a sample file to testing@sba.in.gov before performing your first test so we can assist you.

If you have any questions regarding testing or the sandbox environment, please send an email to testing@sba.in.gov.

Agency Readiness Dashboard

Updated Copy on ENCOMPASS website

An updated copy of the Agency Dashboard has been posted to the ENCOMPASS website. More than half of the state agencies have a “green” readiness class. A green readiness class indicates that the agency is prepared for the new ENCOMPASS system.

The dashboard was developed using a statistical scoring model using the following criteria:

- # of Fund/Center/Object combinations out of balance with AOS
- # of Purchase Orders to be closed
- Chart of Account items to be mapped
- Usage of Project Module now or at go-live
- File Formats – test files received/tested

A subjective manual assessment based on the traditional standards of analysis was also taken into consideration when scoring the agencies. If you believe your agencies readiness classification is not correct, please contact your OCM representative and set up a meeting to discuss.

Other outstanding items that may affect your agency’s readiness for the new system include your submission of the ID Bills template and the Department Attribute template.

In order to ensure that your agency’s reoccurring monthly charges (i.e., ID Bills currently sent by IOT, IDOA, and State Personnel) are processed correctly, agencies will need to supply a default chartfield string for ID Bills to be charged to their Business Unit. The ID Bills template is located on the ENCOMPASS website.

If an agency wishes to allocate the ID Bill costs among multiple chartfield values other than the default ID Bill chartfield string, this should be done by the agency through GL journal vouchers.

The Department Attributes template was developed to allow every agency to assign each Department a numeric value. Even if these same department values already exist in the PeopleSoft Financial System, the department attribute value must be populated. The Department Type Attribute Numeric Values are as follows:

• Information Technology	=	1
• Accounting/Finance	=	2
• Human Resources	=	3
• Administration	=	4
• Marketing/Communications	=	5
• Legal	=	6
• Auditing	=	7
• Purchasing	=	8
• Legislative/Policy	=	9
• None of the above	=	0

A copy of the Department Attributes template is located on the ENCOMPASS website. If you have any questions regarding the agency readiness dashboard, or need assistance in completing the templates, please send an email to ENCOMPASS@sba.in.gov.

Reports

How Will You Generate Reports with ENCOMPASS?

Agencies will continue to use Alchemy to generate reports. The reports are being developed to reflect the new accounting structure.

Reports will also be available for agencies using the Project Module. These reports are developed to help agencies track budgets, revenues, cash transactions, etc. In addition, these reports give an agency a better understanding of how well your agency is operating. Reports can be scheduled to run daily/ad hoc, weekly, or monthly. Overall, the reports provide detailed information that can be used for State and Federal Budgets and reporting purposes. A listing of these reports are located in the Project Module Training Manual.

Internal Controls

Security Roles

The internal controls security roles have been posted to the ENCOMPASS website (ENCOMPASS Documents > Internal Controls > ENCOMPASS Security Role). You can use the Excel spreadsheet to read a description of the role and to verify the security role that you have been given access to. These roles will be effective on March 31, 2008.

There are approximately 53 new roles that will be introduced on March 31st. If you have any questions regarding internal controls, or the security role assignments please send an email to Marilyn Rudolph at mrudolph@sba.in.gov.

Training

Visit ENCOMPASS Website for Training Schedule

ENTAP continues to deliver workshop course offerings in March. The schedule is listed on the ENCOMPASS website. These workshops are available on a first-come, first-served basis and a sign-in form is used to track attendance. CPE Credit is available by request for all Workshops.

ENTAP is also conducting General Ledger and Account Payable courses. You can view the course descriptions on the ENCOMPASS website.

If you have any questions regarding training, please contact ENTAP at encompass.training@entap.com.

Need Information? Have Questions?

The ENCOMPASS website no longer requires a login and password. Please visit it at anytime to get announcements and updated information. If a login screen does appear, enter your network ID and password.

ENCOMPASS Website Address: <http://myshare.in.gov/sba/encompass>

Please email us at:
encompass@sba.in.gov

If you have technical issues submit them to GMIS at
http://extranet.in.gov/gmis/issue_entry/base/issue_entry.asp